Microsoft Office SharePoint Server 2007: Small Farm Step by Step Deployment Guide

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This document provides an illustrated overview of the deployment of a small development farm, consisting of a separate web front-end server and a dedicated SQL server. Additional web front-end and application servers can be added to that farm later at any point of time. The deployment procedure is overly simplified – the number of service accounts is intentionally reduced for simplicity of demonstration. The taken deployment approach is more suitable for a small development environment, as for a production grade deployment additional accounts need to be introduced along with enhanced security configuration.

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Preliminary Configuration

Configure Windows Server 2008

Make sure Application Server and Web Server (IIS) roles are added.

In order to add or verify them open 'Server Manager' (Control Panel - Administrative Tools – Server Manager).

📀 Roles Summary	Roles Summary Help
Roles: 2 of 17 installed	🔂 Go to Roles
Application Server Web Server (US)	Add Roles
Features Summary	Features Summary Help
• Features: 5 of 34 installed	Add Features
.NET Framework 3.0 Features	a Remove Features
NET Framework 3.0	and a second a second the second s

Create required service accounts

- 1. Create the following user accounts (on domain level if SharePoint is installed on multiple server environment, or at least a dedicated SQL server; and as local computer accounts if SharePoint is installed locally and SQL server is running on the same server)
 - a. **spadmin** system SharePoint account, which is used to run application pool (it is highly recommended to create a separate application pool for production environment)
 - b. spcrawl account used to crawl SharePoint content
 - c. spsearch account used to run SharePoint search functionality

spadmin		SharePoint Admin	SharePoint Administrator Accoun
spsearch		SharePoint Search	SharePoint Search Account
New User			? ×
User name:	spcrawl		
Full name:	SharePoint Cra	wl	
Description:	SharePoint Cra	wl Account	
Password:		•••••	
Confirm passwe	ord:	•••••	
🔲 User must	change password a	t next logon	
🔲 User canno	ot change password	ł	
Password r	never expires		
🗌 🗌 Account is	disabled		
Help]	Create	Close

Install and Configure SQL Server 2005/2008 x64 Edition

Install SQL Server 2005/2008 and install the latest service pack SP2 or SP3 for SQL Server 2005/2008.

Note: It is especially, important for SQL Server 2005 as SP2 is required for it to run on Windows Server 2008.

Installation Summary

Created domain accounts:

spadmin

spsearch

spcrawl

Windows Server 2008 x64 SP2

SQL Server 2005 x64 SP3

Microsoft Office SharePoint Server 2007 Installation and Configuration

Installing SharePoint

The following table shows which Server type to select based on required functionality: http://technet.microsoft.com/en-us/library/cc262079.aspx

Server type	Installation type
Central Administration Web application	Complete or front-end Web
Application server (such as Excel Calculation Services)	Complete
Search index server	Complete
Search query server	Complete
Web server	Complete or front-end Web (subsequent servers must join an existing farm) Note: If you choose the front-end Web installation option, you will not be able to run additional services, such as search, on the server.

Step by step installation of SharePoint:

- 1. Start SharePoint installation process (MS Office SharePoint Server 2007 x64 with SP1).
- 2. Enter the product key and accept user agreement
- 3. Specify 'Complete' installation type for 'Server Type', leave defaults in File Location, optionally providing a different location for 'search index files' if you anticipate large growth and want to optimize indexing process performance, and select 'No participation' in Feedback if you like:





4. Click 'Install Now' and in the end of the installation make sure you uncheck 'Run the SP Configuration Wizard', and click on 'Close'.

蘭 Microsoft Office SharePoint Server 2007	×
Bun the SharePoint Products and Technologies Configuration Wizard now. To complete configuration of your server, you must run the Microsoft Office SharePoint Server 2007 Co Wizard.	nfiguration
Close	

After installation is finished, install SP2 for Windows SharePoint Services (WSS) 3.0.
 Note: Please make sure you don't execute configuration wizard in the end. Press 'Cancel' in the first dialog of SP

Configuration Wizard.



6. After that install SP2 for Office SharePoint Server.

Note: Please make sure you don't execute configuration wizard in the end. Press 'Cancel' in the first dialog of SP Configuration Wizard.

	and Technologies Configura	tion Wizard	
Welcome t) SharePoint Produc	ts and Technologies	
In order to configu	e SharePoint Products and Techr	ologies, you will require the follow	ing information:
• Name of data	base server and database where	server farm configuration data will	be stored
Username and	password for the database acce	ss account that will administer the	server farm
Click Next to copti	ue er Caecol te evit the wiserd. T	o run tha winned again, didk on th	Start Moou charteut
Click Next to contin	ue or Cancel to exit the wizard. T	o run the wizard again, click on th	e Start Menu shortcut.
Click Next to contir	ue or Cancel to exit the wizard. T	o run the wizard again, click on th	e Start Menu shortcut.
Click Next to conti	ue or Cancel to exit the wizard. T	o run the wizard again, click on th	e Start Menu shortcut.
Click Next to contin	ue or Cancel to exit the wizard. T	o run the wizard again, click on th	e Start Menu shortcut.
Click Next to contin	ue or Cancel to exit the wizard. T	o run the wizard again, click on th	e Start Menu shortcut.

 Optionally: It is mandatory to install all other SharePoint farm servers with MOSS 2007 with SP1, WSS 3.0 SP2 and MOSS 2007 SP2 before running 'Configuration Wizard'. Bringing all servers to the same service pack level. Especially it is required when installing new hot-fixes or new service packs in existing farms.

Preparing databases

Database Access Rights Requirements for SharePoint User Accounts

Deploy using DBA-created databases (MOSS 2007): http://technet.microsoft.com/en-us/library/cc262869.aspx

Deploy using DBA-created databases (WSS):

http://technet.microsoft.com/en-us/library/cc288606.aspx

Setup user account	The Setup user account is used to run the following:	Domain user account
	• Setup on each server	• Member of the Administrators group on each server on which Setup is run
	• The SharePoint Products and Technologies	• SQL Server login on the computer running SQL Server
	Configuration Wizard	• Member of the following SQL Server security roles:
	The PSConfig command- line tool	• securityadmin fixed server role
	The Stsadm command-	dbcreator fixed server role
	line tool	If you run Stsadm command-line tool commands that read from or write to a database, this account must be a member of the db_owner fixed database role for the database.
Server farm account/Database	The Server farm account is used to:	Domain user account.
access account	 Act as the application pool identity for the SharePoint Central Administration application pool. Run the Windows SharePoint Services Timer service. 	 If the server farm is a child farm with Web applications that consume shared services from a larger farm, this account must be a member of the db_owner fixed database role on the configuration database of the larger farm. Additional permissions are automatically granted for this account on Web servers and application servers that are joined to a server farm. This account is automatically added as a SQL Server login on the computer running SQL Server and added to the following SQL Server security roles: dbcreator fixed server role
		• securityadmin fixed server role
		• db_owner fixed database role for all databases in the server farm

Adding SQL Server Logins

In our particular case, make sure spadmin and spsearch accounts added to the following roles on SQL server:

- dbcreator
- securityadmin

In order to do that, follow these steps:

- 1. Add spadmin domain account to Security Logins on SQL server:
 - a. Open SQL Server Management Studio, and navigate to Security Logins. Right click on the group and select 'New Login...'



- b. In 'General' tab in 'Login name:' text box specify fully qualified domain name: 'DOMAIN\spadmin'
- c. For 'Server Roles' tab select 'dbcreator' and 'securityadmin' roles

🚪 Login - New	
Select a page	🖾 Script 👻 🎼 Help
Server Roles User Mapping	Server role is used to grant server-wide security privileges to a user.
Status	Server roles:
	□ bulkadmin ☑ dbcreator
	<pre> diskadmin processadmin</pre>
	v public v securityadmin
	setupadmin
	L sysaamin

d. Verify that all other default values are acceptable and click Ok to save the login.

Creating New Databases

1. Create new databases:

SHAREPOINTSRV_SharePoint_Config and SHAREPOINTSRV_SharePoint_AdminContent

Make sure you specify: LATIN1_General_CI_AS_KS_WS collation (Case-Insensitive, Accent-Sensitive, Kana-Sensitive, and Width-Sensitive – this way it ensures consistency of file names with the Windows OS).

From SQL Server Management Studio select 'Databases' group. Right click on the group and select 'New Database...'

🖃 间 Databases				
🛨 🚞 Systen	New Database			
🕀 🚞 Databa				
🕀 📔 Adven	Attach			
🕀 间 Adven	Restore Database			
🕀 🔰 Report	Destore Files and Filegroups			
🛨 间 Report	Restore thes and thegroups			
🖃 🧰 Security	Reports •			
🕀 🚞 Logins				
🛨 🚞 Server	Refresh			
🕀 🚞 Credentials				
🕀 🚞 Server Objects				
🕀 🚞 Replication				
표 🚞 Management				
🛨 🚞 Notification Serv	rices			

Specify database name, size and growth options in General tab. Provide database growth settings most appropriate for size of your content.

🚪 New Database					
Select a page	<u> S</u> Script 👻 📑 H	elp			
Options Filegroups	Database name: Owner:		SHAREPOINTSR <default></default>	V_SharePoint_Cor	fig
	🔲 Use full-text in	dexing			
	Database files:				
	Logical Name	File Type	Filegroup	Initial Size (MB)	Autogrowth
	SHAREPOIN	Data	PRIMARY	20	By 20 percent, unrestricted growth
	SHAREPOIN	Log	Not Applicable	10	By 20 percent, unrestricted growth
1					

In 'Options' tab specify collation LATIN1_General_CI_AS_KS_WS:

🚪 New Database					×
Select a page Reneral	2	Script 👻 [🔓 Help			
Poptions Filegroups	C	ollation:	Latin1_General_Cl	AS_KS_WS	
	Co	ompatibility level:	SQL Server 2005 (S	90)	
	Otł	Other options:			
		Automatic		<u>ـ</u>	
		Auto Close		False	
		Auto Create Statistics		True	
		Auto Shrink		False	
		Auto Update Statistics		True	
		Auto Update Statistics Asy	ynchronously	False	
		Cursor			
		Close Cursor on Commit E	nabled	False	
		Default Cursor		GLOBAL	
		Miscellaneous			

Verify the rest of the settings for the database, and click 'Ok' to create new database.

Granting db_owner Rights on Databases

2. After you created the above databases make sure you add spadmin and spsearch users to the databases and add them to database db_owner role.

In order to do that, in SQL Management Studio navigate to Security – Logins group. Right click on the login and select Properties. Then in Properties dialog in 'User Mapping' select 'Map' for appropriate databases and

Login Properties - SHAREPOINTSRY\spsearch				
Select a page	🛒 Script 👻	🚯 Help		
General		~		
Server Holes	Users map	oped to this login:		
Securables	Мар	Database	User 🔺	
🚰 Status		AdventureWorksDW		
		master		
		model		
		msdb		
		ReportServer		
		ReportServerTempDB		
		SHAREPOINTSRV_SharePoint_AdminContent	SHAREPOINTSRV\spsearch	
		SHAREPOINTSRV_SharePoint_Config	SHAREPOINTSRV\spsearch	
		tempdb	_	
	•			
	Guest	account enabled for: SHAREPOINTSRV_SharePoin	nt Config	
	Database	role membership for: SHAREPOINTSRV_SharePoin	t_Config	
Connection	db_ac	cessadmin		
Server:	db_ba	ckupoperator		
SHAREPOINTSRV	□ db_da	tawriter		
	🗌 db_dd	ladmin		
SHAREPUINTSRV\spadmin	db_de	nydatareader		
View connection properties		nydatawriter iner		
	db_or	curityadmin		
Progress	🖌 public			
Ready	WSS_	Content_Application_Pools		
a ^{d b} a				
· · · · · · · · · · · · · · · · · · ·			OK Conset	

additionally to automatically selected public role, select 'db_owner' role.

Configure SharePoint Environment with PSCONFIG

 For convenience add 12-hive bin path to System environment variables. (Control Panel – System – Advanced System Settings – Environment Variables...) Add this path to system PATH: C:\Program Files\Common Files\Microsoft Shared\Web Server Extensions\12\BIN\

This way you would not have to type full path to SharePoint command prompt tools, such as psconfig or stsadm

2. In the next step we are going to execute psconfig command. Here is inline help from psconfig command showing list of available commands and syntax to the command which is about to be executed.

C:\>psconfig -help configdb Copyright (C) Microsoft Corporation 2005. All rights reserved.ion 12.0.6413.1000
PSCONFIG.EXE -cmd configdb [-create] [-disconnect] [-server (SqlServerName>] [-database (SqlDatabaseName>] [-dbuser (value>] [-dbuser (value>] [-user (Domain\User>] [-password (value>] [-addomain (value>] [-addomain (value>] [-addomain (value>] [-admincontentdatabase (SqlAdminContentDatabaseName>]
Creates, connects, or disconnects this server from the server farm.
create: Creates a new configuration database and thus establishes a new server farm. If this server is already connected to a confi n database, the server will be disconnected first, then the new configuration database will be created.
disconnect: Disconnects this server from the configuration database and thus disconnects this server from the server farm.
connect: Connects to an existing configuration database and thus joins this server to an existing server farm. If this server is al onnected to a configuration database, the server will be disconnected first, then connected to the existing configuration database.
server: The SQL server where the configuration database is located.
database: The configuration database name.
dbuser: The SQL server user name used for SQL authentication.
dbpassword: The SQL server password used for SQL authentication.
user: Server farm administrator user account.
password: Server farm administrator user account password.
addomain: Active Directory domain name used for the server farm.
adorgunit: Active Directory organization unit name used for the server farm.
admincontentdatabase: The Central Administration Web Application content database name.
C:\>_

3. Run psconfig command:

psconfig -cmd configdb -create -server SHAREPOINTSRV -database SHAREPOINTSRV_SharePoint_Config -user SHAREPOINTSRV\spadmin -password "P@ssw0rd1" -admincontentdatabase

SHAREPOINTSRV_SharePoint_AdminContent

More information on psconfig:

http://technet.microsoft.com/en-us/library/cc263093.aspx

http://blogs.msdn.com/krichie/archive/2006/10/30/psconfig-for-wss-3-0-and-moss-2007-is-your-friend.aspx

Running SharePoint Configuration Wizard

1. Start SharePoint Configuration Wizard: (Control Panel – Administrative Tools - SharePoint Products and Technologies Configuration Wizard)

arePoint Products and Technologies Configuration Wizard	
Welcome to SharePoint Products and Technologies	
This wizard will help you repair SharePoint Products and Technologies. Click Next to continue or Cancel to exit the wizard. To run the wizard again, click on the Start Menu shortcut.	

2. Agree to restart related services:

his wizard will help you r xit the wizard. To run th	epair SharePoint Products and Technologies. Click Next to continue or Cancel to 1e wizard again, click on the Start Menu shortcut.
SharePoi	nt Products and Technologies Configuration Wizard
A	The following services may have to be started or reset during configuration:
	Internet Information Services SharePoint Administration Service SharePoint Timer Service
	Choose yes to restart the services if required and continue with the configuration wizard or no to exit the configuration wizard.
	Yes No

3. Leave selection as is 'Do not disconnect from this server farm'

'his server is connected to the following server farm:	
Database server: SHAREPOINTSRV	
Database name: SHAREPOINTSRV_SI	
elect one of the following options.	
O not disconnect from this server farm	
O Disconnect from this server farm	

4. Specify settings for Central Administration web application - port number and authentication provider (NTML or Kerberos)

Configure SharePoir	nt Central Administration Web Application
A SharePoint Central Administratio arm. The first server added to a s veb application hosted on this mac ou do not specify a port number,	n Web Application allows you to manage configuration settings for a server server farm must host this web application. To specify a port number for the chine, check the box below and type a number between 1 and 65535. If a random one will be chosen.
Specify port number:	8765
Configure Security Setting	qs
pplication pool account and the d hoose an authentication provider	For this Web Application.
O Negotiate (Kerberos)	

5. Confirm final settings and click Next.



6. After the wizard you should see successful completion screen. Click Finish.



Configuring SharePoint Services

1. Open SharePoint Central Administration (Control Panel – Administrative Tools - SharePoint 3.0 Central Administration)

Open Services in Central Administration (Operations tab – Services on Server)

central Auministration			V1	Velcome bystem Account + 1
🔆 Central Adm	inistration			
Home Operations A	pplication Management			Site Actions
	Central Administration > Operations > Service	s on Server		
	Services on Server: SHA	REPOINTSRV		
Server Farm				
? Configuration ? Not Complete	Complete all steps below			
Soo administrator task list	Server: SHAREPOINTSRY			
for more information	Select server role to display services you will need to	o start in the table below.		
View All Site Content	C Single Server or Web Server for small server far	ms All services run on this server		
Central Administration	• Web Server for medium server farms	Web application and Search Query services run	on this server	
	C Search Indexing	Search Indexing service runs on this server		
Operations	C Excel Calculation	Excel Calculation service runs on this server		
Management	C Custom	Services you choose run on this server		
Shared Services Administration	Start services in the table below:			
Decycle Rin			Viev	v: Configurable 🔹
M Ketycie bili	Service	Comment	Status	Action
	Document Conversions Launcher Service		Stopped	Start
	Document Conversions Load Balancer Service		Stopped	Start
	Excel Calculation Services	Required on Farm, not running	Stopped	Start
	Office SharePoint Server Search	Required on Farm, not running	Stopped	Start
	Windows SharePoint Services Search	Required on Farm, not running	Stopped	Start
	Windows SharePoint Services Web Application		Started	Stop
	When finished, return to the Central Administration	home page		

2. Click 'Start' for 'Windows SharePoint Services Search' Specify the following settings for WSS Search Service Central Administration
Welcome System Account • | @

🔆 Central Admi	nistration	
Home Operations Ap	oplication Management	Site Actions 🔻
	Central Administration > Operations > Services on Server > Win Configure Windows SharePoint Ser server SHAREPOINTSRV	dows SharePoint Services Search Service Settings vices Search Service Settings on
Server Farm Configuration Not Complete See administrator task list for more information View All Site Content Central Administration • Operations	Use this page to configure Windows SharePoint Services Search Service Sett Warning: this page is not encrypted for secure communication. I clear text. For more information, contact your administrator. Service Account The search service will run using this account. The search service account must not be a built-in account in order to access the database. Examples of built-in accounts are Local Service and Network Service.	ings. User names, passwords, and any other information will be sent in User name \spsearch Password
Application Management Shared Services Administration Recycle Bin	 Content Access Account The search service will access all content using this account. The account will be added to the Full Read policy, giving it read-only access to all content. For proper search functionality and information security, do not use an administrator account, and do not use accounts that can modify content. 	User name Spcrawl Password
	 Gearch Database Use of the default database server and database name is recommended for most cases. Refer to the administrator's guide for advanced scenarios where specifying database information is required. Use of Windows authentication is strongly recommended. To use SQL authentication, specify the credentials which will be used to connect to the database. 	Database Server SHAREPOINTSRV Database Name REPOINTSRV_SharePoint_WSS_Search Database authentication Vindows authentication (recommended) SQL authentication Account Password
	Indexing Schedule Configure the indexing Schedule.	Indexing schedule: C Every Minutes C Hourly between 16 and 16 minutes past the hour C Daily Between 1 AM V 00 V and 3 AM V 00 V
		Start Cancel

3. Click 'Start' on 'Office SharePoint Search', and specify the following settings.

Home Operations Ap	oplication Management	Site Actions 🔻
	Central Administration > Operations > Services on Server > Offi Configure Office SharePoint Server SHAREPOINTSRV	ce SharePoint Server Search Service Settings Search Service Settings on server
Server Farm ? Configuration ? Not Complete	Use this page to configure Office SharePoint Server Search Service Settings. Warning: this page is not encrypted for secure communication. U clear text. For more information, contact your administrator.	Jser names, passwords, and any other information will be sent in
See <u>administrator task list</u> for more information View All Site Content	Query and Indexing Use this option to specify if you want to use this server for search queries or indexing or both.	Use this server for indexing content
Central Administration		
Operations Application Management	Contact E-mail Address Specify an e-mail address that external site administrators can contact if problems arise when their site is being crawled. This setting applies to all servers in the farm.	E-mail Address: spsearch@
Administration	Farm Search Service Account The search service will run using this account. Setting or changing this account affects all index and query servers in the server farm.	User name
	The farm search service account must not be a built-in account for security reasons and for it to access the database and content index. Examples of built-in accounts are Local Service and Network Service.	Password
	Index Server Default File Location The search index will be located at this path by default on this server. For index servers, you can specify a different path when you create a Shared Services Provider. To change this index file location for an existing Shared Services Provider, use the command stsadm.exe -o editssp.	Default index file location: rs\12.0\Data\Office Server\Applications
	Indexer Performance Indexing information can place a large load on the local SQL Server database and might slow down the responsiveness of the local SharePoint sites. However, reducing the maximum allowed indexing activity will slow down the speed at which items are indexeed, and therefore might cause search results to be outdated. Use information about the local server load to select the appropriate indexer performance level.	C Reduced © Partly reduced C Maximum
	Web Front End And Crawling Use this option to specify a dedicated web front end for crawling. Crawling through a dedicated web front end will reduce the impact of crawling on the other web front ends in the farm. If your index server is not running other shared services, it is recommended to enable the web front end role on this computer and use it as the dedicated web front end for crawling. If your index server is also running the Excel Calculation service or other shared services, select no dedicated web front end for crawling. Otherwise, these services may not work as expected.	 Use all web front end computers for crawling O Use a dedicated web front end computer for crawling SHAREPOINTSRV
		Start Cancel

4. Open Services in Central Administration (Operations tab – Services on Server). Click 'Start' on 'Excel Calculation Services'

Creating Web Application and Site Collection

1. Open SharePoint Central Administration (Control Panel – Administrative Tools - SharePoint 3.0 Central Administration)

Navigate to 'Application Management' tab, and click on 'Create or extend Web application':



2. Choose to 'Create New Application'

Central Administration		Welcome System Account 👻 📔 🥝
🔆 Central Admi	inistration	
Home Operations App	plication Management	Site Actions 🔻
	Central Administration > Application	n Management > Create or Extend Web Application
Server Farm Configuration Not Complete	Use this page to create a new Windows S another IIS Web Site, Learn about creati	SharePoint Services application or to extend an existing application to ng or extending Web applications.
See <u>administrator task list</u> for more information View All Site Content	Adding a SharePoint Web Application Creating a new Web application is the most common option. When creating a new SharePoint Web	Create a new Web application Extend an existing Web application
Central Administration	application, you create a new database to store data, and define the authentication method used to	
Operations Application Management Shared Services	Connect the SharePoint application to that database. Choose Extend an existing web application if you need to have	
Administration	the same content to users. This is typically used for extranet deployments where different users access content using different domains. This option will reuse the content database from an existing Web application.	

3. Specify the following setting for the application: leaving default port 80, NTLM, No anonymous users, no SSL, SHAREPOINTSRV\spadmin account and its password as Application pool account credentials, and SHAREPOINTSRV_SharePoint_80_Content as a content database. Additionally select to restart IIS automatically.

Central Administration		Welcome System Account 🔻 🔞
🔆 🔆 Central Admi	inistration	
Home Operations App	plication Management	Site Actions 🔻
	Central Administration > Application Management > Create New Web Application	Create or Extend Web Application > Create New Web Application
Server Farm Configuration Not Complete See administrator task list for more information	Use this page to create a new Windows SharePoint Services Warning: this page is not encrypted for secure com will be sent in clear text. For more information, con	Web application. Learn about creating or extending Web applications. Imunication. User names, passwords, and any other information tact your administrator.
View All Site Content	IIS Web Site	
Central	Choose between using an existing IIS web site or create	O Use an existing IIS web site
Administration	a new one to serve the windows sharepoint services application.	
Application Management	If you select an existing IIS web site, that web site must exist on all servers in the farm and have the same description, or this action will not succeed.	Description
Shared Services Administration	description, or this action will not succeed. If you opt to create a new IIS web site, it will be automatically created on all servers in the farm. If an IIS setting that you wish to change is not shown here, you can use this option to create the basic site, then update it using the standard IIS tools.	Port
🕑 Recycle Bin		80 Host Header
		Path C:\inetpub\wwwroot\wss\VirtualDirecto
	Security Configuration Kerberos is the recommended security configuration to use with Integrated Windows authentication. Kerberos requires the application pool account to be Network Service or special configuration by the domain administrator. NTLM authentication will work with any application pool account and the default domain configuration. If you choose to use Secure Sockets Layer (SSL), you must add the certificate on each server using the IIS administration tools. Until this is done, the web application will be inaccessible from this IIS Web Site.	Authentication provider: O Negotiate (Kerberos) O NTLM Allow Anonymous: O Yes O No Use Secure Sockets Layer (SSL): O Yes O No
	Load Balanced URL The load balanced URL is the domain name for all sites users will access in this SharePoint Web application. This URL domain will be used in all links shown on pages within the web application. By default, it is set to the current servername and port. http://go.microsoft.com/fwlink/? LinkId=114854	URL http://SHAREPOINTSRV:80/ Zone Default

Application Pool Choose the application pool to use for the new web application. This defines the account and credentials that will be used by this service. You can choose an existing application pool or create a new one.	Cuse existing application pool Classic .NET AppPool (Network Service)
Reset Internet Information Services Use this section to allow SharePoint to restart IIS on other farm servers. The local server must be restarted manually for the process to complete. If this option is not selected and you have more than one server in the farm, you must wait until the IIS web site is created on all servers, and then run "lisreset /noforce" on each Web server. The new IIS site will not be usable until that is completed.	Restart IIS Automatically O Restart IIS Manually
Database Name and Authentication Use of the default database server and database name is recommended for most cases. Refer to the administrator's guide for advanced scenarios where specifying database information is required. Use of Windows authentication is strongly recommended. To use SQL authentication, specify the credentials which will be used to connect to the database.	Database Server SHAREPOINTSRV Database Name SHAREPOINTSRV_SharePoint_80_Conte Database authentication Vindows authentication (recommended) SQL authentication Account Password
Search Server	Search service is provided by: Office SharePoint Server Search
	OK Cancel

4. After the application created you should see a confirmation screen similar to this

Central Administration	Welcome System Account 🔻 📔 🥝
🔆 🔆 🔆 🔆	nistration
Home Operations App	Site Actions *
	Central Administration > Application Management > Create or Extend Web Application > Create New Web Application > Application Created Application Created
Server Farm Configuration Not Complete See <u>administrator task list</u> for more information View All Site Content Central Administration • Operations • Application Management Shared Services Administration © Recycle Bin	The Windows SharePoint Services Web application has been created. If this is the first time that you have used this application pool with a SharePoint Web application, you must wait until the Internet Information Services (IIS) Web site has been created on all servers. By default, no new SharePoint site collections are created with the Web application. To create a new site collection, go to the Create Site Collection page. To finish creating the new IIS Web site, you must run "iisreset /noforce" on the local server.

5. Next step is to create a new site collection – click on 'Create Site Collection' in the confirmation screen, or do it from Central Administration – Application Management tab – Create Site Collection

	Central Administration > Application Management > Create Site Collection Create Site Collection				
Server Farm ? Configuration ? Not Complete	Use this page to create a new top-level Web site.	OK Cancel			
See <u>administrator task list</u> for more information View All Site Content	Web Application Select a Web application.	Web Application: http://sharepointsrv/ •			
Central Administration • Operations • Application Management Shared Services	Title and Description Type a title and description for your new site. The title will be displayed on each page in the site.	Title: Home Home Site			
Administration Recycle Bin	Web Site Address Specify the URL name and URL path to create a new site, or choose to create a site at a specific path. To add a new URL Path go to the Define Managed Paths page.	URL: http://sharepointsrv			
	Template Selection	Select a template: Collaboration Meetings Enterprise Publishing Team Site Blank Site Document Workspace Wiki Site Blog			
	Primary Site Collection Administrator Specify the administrator for this Web site collection.	User name: spadmin & 1			
	Secondary Site Collection Administrator Specify the secondary administrator for this Web site collection.	User name: spsearch & 1			
	Quota Template Select a predefined quota template to limit resources used for this site collection. To add a new quota template, go to the Manage Quota Templates page.	Select a quota template: No Quota 🔽 Storage limit: Number of invited users:			
		OK Cancel			



6. Navigate to <u>http://sharepointsrv/</u> in a browser to verify that the site is working.

Configuring Shared Services Provider

1. Open Central Administration and navigate to 'Application Management tab' – 'Create or configure this farm's shared services'

2. Select to create a new web application to host SSP:

Central Administration		Welcome System Account 🔻 🧕
X Central Adm	inistration	
Home Operations Ap	Central Administration > Application Management > Create or Extend Web Application	> Create New Web Application
	Create New Web Application	
Server Farm	Lise this page to create a new Windows SharePoint Services Web application. Learn about creating or	extending Web applications.
Y Configuration Y Not Complete	Warning: this page is not encrypted for secure communication. User names, password	ds, and any other information will be sent in clear text. For more
See administrator task list	mormation, contact your administrator.	
for more information	TIS Web Site	OK Cancel
Central	Choose between using an existing IIS web site or create a new one to serve the Windows	O Use an existing IIS web site
Administration Operations	SharePoint Services application.	Create a new IIS web site
Application Management	the same description, or this action will not succeed.	Description
Shared Services	If you opt to create a new IIS web site, it will be automatically created on all servers in the farm. If an IIS setting that you wish to change is not shown here, you can use this option to create the	SharePoint - 90
Administration	basic site, then update it using the standard IIS tools.	Port
Recycle Bin		Host Header
		Path C:\inetpub\wwwroot\wss\VirtualDirectd
	Security Configuration Kerberos is the recommended security configuration to use with Integrated Windows	Authentication provider:
	authentication. Kerberos requires the application pool account to be Network Service or special configuration by the domain administrator. NTLM authentication will work with any application pool	Negotiate (Kerberos)
	account and the default domain configuration.	⊙ NTLM
	If you choose to use Secure Sockets Layer (SSL), you must add the certificate on each server using the IIS administration tools. Until this is done, the web application will be inaccessible from the IIC Web Cite.	Allow Anonymous:
	this IIS web site.	() Yes () No
		Use Secure Sockets Layer (SSL):
		O Yes
	Load Balanced URL	URL
	The load balanced URL is the domain name for all sites users will access in this SharePoint Web application. This URL domain will be used in all links shown on pages within the web application. By definite the application application application application application application.	http://SHAREPOINTSRV:90
	LinkId=114854	Default
	Application Deal	
	Choose the application pool to use for the new web application. This defines the account and	O Use existing application pool
	credentials that will be used by this service.	
	for carrier wood an existing application poor or create a new one.	Application pool name
		SharePoint - 90
		O Predefined
		Network Service
		Configurable
		User name
		Password
		••••••
	Reset Internet Information Services	
	Use this section to allow SharePoint to restart IIS on other farm servers. The local server must be restarted manually for the process to complete. If this option is not selected and you have more	Restart IIS Automatically Restart IIS Manually
	than one server in the farm, you must wait until the IIS web site is created on all servers, and then run "lisreset /noforce" on each Web server. The new IIS site will not be usable until that is	
	completed.	
	Database Name and Authentication	Database Server
	Use of the default database server and database name is recommended for most cases. Refer to the administrator's guide for advanced scenarios where specifying database information is	SHAREPOINTSRV
	Lise of Windows authentication is strongly recommended. To use SOL authentication energy the	AREPOINTSRV_SharePoint_90_Content
	credentials which will be used to connect to the database.	Database authentication
		Windows authentication (recommended)
		SQL authentication Account
		Password
	Search Server	Search service is provided by: Office SharePoint Server Search
		onice under one der ver debreit
		OK Cancel

3. Create a new web application to host 'My Site':

erver Farm onfiguration st Complete iministration agement d Services istration sexpde Bin Security Complete instration agement d Services istration agement d Services istration sexpde Bin Security Complete Security Security Security Secu	New Web Application New Web Application o create a new Windows SharePoint Services Web application. Learn about creates a new the encrypted for secure communication. User names, pation, contact your administrator. en using an existing IIS web site or create a new one to serve the Windows wes application. existing IIS web site, that web site must exist on all servers in the farm and description, or this action will not succeed. eate a new IIS web site, it will be automatically created on all servers in the setting that you wish to charge is not shown here, you can use this option asic site, then update it using the standard IIS tools. figuration recommended security configuration to use with Integrated Windows Kerberos requires the application pool account to be Network Service or ation by the domain administrator. NUTA subtractication will work with any laccount and the default domain configuration. puse Secure Sockets Layer (SSI), you must add the certificate on each elits administrator tools. Until this is done, the web application will be m this IIS Web Site. vel URL ed URL ed URL is the domain name for all sites users will access in this SharePoint 1, This LPL domain will be used in all links shown on pages within the web default, it is set to the current servername and port.	ting or extending Web applications.
erver farm nfiguration et complete insistration task last insistration ations ations distration ations distration distribution distributio distri distribution distribution distribution distribution distr	o create a new Windows SharePoint Services Web application. Learn about creates s page is not encrypted for secure communication. User names, pation, contact your administrator. en using an existing IIS web site or create a new one to serve the Windows vices application. nexisting IIS web site, that web site must exist on all servers in the farm and description, or this action will not succeed. eate an ew IIS web site, that web site must exist on all servers in the farm and description, or this action will not succeed. eate an ew IIS web site, the automatically created on all servers in the setting that you wish to change is not shown here, you can use this option asic site, then update it using the standard IIS tools. figuration recommended security configuration to use with Integrated Windows Kerberos requires the application pool account to be Network Service or atoms with administration. NTUA submittaction will work with any laccount and the default domain configuration. use Secure Socket Layer (CSL), you must add the certificate on each el IIS administration tools. Until this is done, the web application will be m this IIS Web Site. d URL red URL is the domain name for all sites users will access in this SharePoint 1. This L domain will be used in all links shown on pages within the web default, it is set to the current servername and port.	ting or extending Web applications. ssewords, and any other information will be sent in clear text. For OK Cancel OK Cancel OLse an existing IIS web site Image: Constant of the sent in clear text. For text and the sent in clear text. For text and the set of the s
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initiator tablet ore information more information Site Content Information IIS Web Site Choose betwee SharePoint Services SharePoint Services IS ervices stration If you opt or fam. If an IIS to create the bit or create the bit server using the inaccessible from application. By http://go.micro Load Balance The bad balance The baghleaton application. By http://go.micro Application PC Choose the app and credentials You can choose Reset Interm Use the server on the reverse in the serverse on the serverse.	ation, contact your administrator. enusing an existing IIS web site or create a new one to serve the Windows vices application. nexisting IIS web site, that web site must exist on all servers in the farm and description, or this action will not succeed. eate a new IIS web site, it will be automatically created on all servers in the setting that you wish to change is not shown here, you can use this option asic site, then update it using the standard IIS tools. figuration recommended security configuration to use with Integrated Windows Kerberos requires the application pool account to be Network Service or atom by the domain administrator. NTLM authentication will work with any laccount and the default domain configuration. use Secure Sockets Layer (CSL), you must add the certificate on each et IIS administration tools. Until this is done, the web application will be m this IIS Web Site. d URL red URL is the domain name for all sites users will access in this SharePoint 1. THRL domain will be used in all links shown on pages within the web default, it is set to the current servername and port.	OK Cancel Outse an existing IIS web site Image: Constraint of the site Default Web Site Image: Constraint of the site Ocreate a new IIS web site Image: Constraint of the site Description SharePoint - 88 Port Image: Constraint of the site B8 Image: Constraint of the site Path C: Vinetpub\wwwroot\wss\VirtualDirecty Authentication provider: Negoliate (Kerberos) Image: No Image: Constraint of the site Ves No Use Secure Sockets Layer (SSL): Yes Image: No Image: Constraint of the site URL Image: Constraint of the site Image: Constraint of the site Image: Constraint of the site Image: Constraint of the site Image: Constraint of the site Image: Constraint of the site Image: Constraint of the site
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Site Content USES Station USES	en using an existing IIS web site or create a new one to serve the Windows vices application. In existing IIS web site, that web site must exist on all servers in the farm and description, or this action will not succeed. Reate a new IIS web site, that web site must exist on all servers in the setting that you wish to change is not shown here, you can use this option asic site, then update it using the standard IIS tools. Figuration Recommended security configuration to use with Integrated Windows References requires the application pool account to be Network Service or ation by the domain administrator. INTLM authentication will work with any account and the default domain configuration. to use Secure Sockets Layer (CSL), you must add the certificate on each et IIS administration tools. Until this is done, the web application will be m this IIS Web Site. d URL red URL is the domain name for all sites users will access in this SharePoint 1. This URL domain will be used in all links shown on pages within the web default, it is set to the current servername and port.	Ouse an existing IIS web site Default Web Site • Create a new IIS web site Description SharePoint - 88 Port 88 Host Header Path C: Vinetpub\wwwroot\wss\VirtualDirecty Authentication provider: O Negoliate (Kerberos) IntLM Allow Anonymous: Yes No Use Secure Sockets Layer (SSL): Yes Intl Intp://SHAREPOINTSRV:88 Zone Default
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http://go.micros Application P Choose the app and credentials You can choose You can choose Use this section must be restart you have more on all servers, a	soft.com/fwlink/?LinkId=114854	Default
Application P Choose the app and credentials You can choose You can choose Reset Interne Use this section must be restart you have more on all servers, a		
Choose the app and credentials You can choose You can choose Reset Intern Use this section must be restart you have more on all servers, a	200	
Reset Intern Use this section must be restart you have more on all servers, a	plication pool to use for the new web application. This defines the account	Use existing application pool
Reset Intern Use this section must be restart you have more on all servers, a		
Reset Intern Use this section must be restart you have more on all servers, a	: an existing application pool or create a new one.	Create new application pool Application pool
Reset Intern Use this section must be restart you have more on all servers, a		SharePoint - 88
Reset Intern Use this section must be restart you have more on all servers, a		Select a security account for this application pool
Reset Intern Use this section must be restart you have more on all servers, a		O Predefined
Reset Intern Use this section must be restart you have more on all servers, a		
Reset Intern Use this section must be restart you have more on all servers, a		(Configurable User name
Reset Intern Use this section must be restart you have more on all servers, a		\spadmin
Reset Intern Use this section must be restart you have more on all servers, a		Password
Reset Interno Use this section must be restart you have more on all servers, a		•••••
Use this section must be restart you have more on all servers, a	et Information Services	
you have more on all servers, a	n to allow SharePoint to restart IIS on other farm servers. The local server	Restart IIS Automatically Destart IIS Manually
orrali servers, a	than one server in the farm, you must wait until the IIS web site is created and then up "irreceive" an each Web server. The new IIS site will	C Restarcas Handairy
not be usable u	intil that is completed.	
Database Nor	me and Authentication	Database Service
Use of the defa	ault database server and database name is recommended for most cases.	SHAREPOINTSRV
Refer to the ad information is re	iministrator's guide for advanced scenarios where specifying database equired.	Database Name
Use of Windows	s authentication is strongly recommended. To use SQL authentication,	AREPOINTSRV_SharePoint_88_Content
specify the cred	aeruais which will be used to connect to the database.	Database authentication
		Windows authentication (recommended)
		 SQL authentication Account
		Password
Search Serve		
	27	Search service is provided by: Office SharePoint Server Search

4. Configure new SSP:

Home Operations Ap	plication Management	Site Actions 🔻
	Central Administration > Application Management > Manage this Farm's Si New Shared Services Provider	hared Services > New Shared Services Provider
Server Farm ? Configuration ? Not Complete See administrator task list for more information View All Site Content Central Administration	The Shared Services Provider (SSP) is the set of resources such as databases, the admi Warning: this page is not encrypted for secure communication. User nam more information, contact your administrator. This page contains one or more errors. Fix the following before continuing: • You must specify a value for this required field.	n site, and Web service hosting used by shared services. es, passwords, and any other information will be sent in clear text. For
Operations Application Management Shared Services Administration Recycle Bin	SSP Name Specify a unique, descriptive name for this Shared Services Provider. This name will be used to identify this SSP in administration pages. A Web application is required for the SSP administration site. Select an existing Web application from the lator click "Create a new Web application". Note: For server farm installations, the selected Web application cannot have an	SSP Name SharedServices Web application SharePoint - 90 V
	application pool that uses Network Service as its process account. Users will be able to navigate to the SSP administration site by typing this Web site address (URL) into their browsers.	Create a new Web application SSP Administration Site URL http://sharepointsrv:90/ssp/admin
	A Web application is required for My Sites. This Web application will be used to host personal sites and profile pages. To use an existing Web application, select from the Web application is the drop down list. If a new Web application is needed, select the "Create a new Web application" link. We recommend using a different Web application than the one used for the SSP administration site, so that you can backup and restore My Sites independently. To host My Sites at a location other than the root, change the Relative URL.	Web application SharePoint - 88 Create a new Web application My Site Location URL http://sharepointsrv:88/ Relative URL /
	G SSP Service Credentials Specify the credentials for the SSP Web services to use for inter-server communication and for running SSP-scoped timer jobs.	Username <u>\spsearch</u> Password
	SSP Database Each SSP requires a database for service specific data. Use of the default database server and database name is recommended for most cases. Refer to the Office SharePoint Server TechCenter on TechNet for advanced scenarios where specifying database information is required. Use of Windows authentication is strongly recommended. To use SQL authentication, specify the credentials that will be used to connect to the SSP Database.	Database Server SHAREPOINTSRV Database Name SHAREPOINTSRV_SSP_Content Database authentication O Windows authentication Account Password
	 Search Database In addition to the SSP database, a separate database is required for frequently changing search related data. Use of the default database server and database name is recommended for most cases. Refer to the Office SharePoint Server TechCenter on TechNet for advanced scenarios where specifying database information is required. Use of Windows authentication is strongly recommended. To use SQL authentication, specify the credentials that will be used to connect to the SSP Database. 	Database Server SHAREPOINTSRV Database Name SHAREPOINTSRV_SSP_Search Database authentication (*) Windows authentication (recommended) (*) SQL authentication Account Password
	Index Server Select the index server which will crawl content in all Web applications associated with this SSP. Specify the path on the index server where the indexes will be located. Note: Changing the index server will reset the index. To move the index without a reset STSAdm must be used.	Index Server SHAREPOINTSRV Path for index file location \$\12.0\Data\Office Server\Applications
	 G SSL for Web Services Use Secure Sockets Layer (SSL) to protect communications to and from Web services. Note: If you choose to use SSL, you must add the certificate on each server using the IIS administration tool. Until this is done, the Web services will not be available. 	Use Secure Sockets Layer (SSL) O Yes No

5. After the successful configuration you should see the following result:

Central Administration	Welcome System Account 🝷
🔆 Central Admi	nistration
Home Operations Ap	plication Management
	Success!
Server Farm ? Configuration ? Not Complete	Shared Services Provider successfully created All shared services have been successfully created and configured! These shared services include:
See <u>administrator task list</u> for more information View All Site Content Central Administration	 Business Data Catalog Office SharePoint Server Search Excel Services User Profile Application Session State
Operations	
 Application Management 	To view the administration pages for this SSP, go to the shared services administration site. Otherwise, click 'Ok' to return to the Manage this Farm's Shared Services page.
Shared Services Administration	OK
SharedServices Recycle Bin	

Configuring Search

1. Open Shared Services Administration. Select 'SharedServices' from the left panel in SharePoint Central Administration:

Shared Services Administration: SharedServices



2. Select 'Search Administration' from 'Search' group.

u Selvices Auministration	: sharedservices			We	elcome System Aco	count 🔻 My Site My Links 🔻
Shared Servic	es Administration: SharedS	ervices				
me						Site Action
	Consult Advetation to the	_				
	Search Administration	n				
ministration						
earch Administration	System Status				*	Shortcuts
entral Administration	Crawl status	Crawling - Lo	cal Office SharePoint	Server sites		There are currently no favorite
wling	Items in index	200				link, click "Add new link" below.
willig	Server status	SHAREPOINTS	SRV : C: 100GB			Add new link
ontent sources	Propagation status	Propagation n	ot required			
rawl rules	Default content access account	\spsearch	1			I Want to
rawl log	Contact e-mail address	spsearch@	.com			Add new content to crawl
efault content	Proxy server	none				Federate results from other
ccess account	Scopes update status	Idle				locations
ile types	Scopes update schedule	Automatically	scheduled			Add users to search
eset all crawled	Scopes needing update	0				Center
ontent	Search alerts status	On Disable				Secure the search system
rawler impact rules	Query logging	On Disable				Enhance the user
roxy and timeouts						experience
eries and Results					a	Read online documentation
uthoritative pages	Active crawls				-	
ederated Locations	Content Source	Status	Duratio	on Success	Error	
etadata properties	Local Office SharePoint Server site	es Crawlin	g Full 00:00:	52 200	0	
copes						
erver name					đ	
appings	Recently completed crowle					
earch result removal	Recently completed trawis			-	-	
ge Reports	Content Source Typ	pe Finished	Duration	Success	Error	
Jeries report	mere are no completed Crawls.					
aulta segent					đ	

3. Choose 'Content Sources' and select 'Start Full Crawl' to run a first full crawl and verify the results
Shared Services Administration: SharedServices
Welcome System Account • | My Site | My Links • | @

Shared Services Administration: SharedServices

Home								Site Actions
	^{Shared} Man	Services Administration: Shar age Content Sou	edServi Urces	ces > Search Administ 5	ration > Content s	ources		
Administration Search Administration Central Administration 	Use this	page to add, edit, or delete conter w Content Source 😫 Refree	nt sources sh	s, and to manage crawls.				
Crawling	Туре	Name	Status	Current crawl duration	Last crawl duration	Last crawl completed	Next Full Crawl	Next Incremental Crawl
Content sources	19	Local Office SharePoint	Idle		00:01:01	11/24/2009 3:46 PM	None	None
Crawl rules	I п	Edit						
 Crawl log 		View Crawl Log						
 Default content access account 		Start Full Crawl						
 File types 		Start Incremental Crawl						
 Reset all crawled 		Resume Crawl						
content		Pause Crawl						
 Crawler impact rules 		Stop Crawl						
 Proxy and timeouts 		Delete						
Queries and Results								
 Authoritative pages 								
 Federated Locations 								
 Metadata properties 								
 Scopes 								
 Server name mappings 								
 Search result removal 								
Usage Reports								
 Queries report 								
 Results report 								

4. If crawl has been completed successfully in next step configure the schedule when to run full and incremental crawls, similar to this one:

Shared Services Administratio	n: SharedServices	Welcome System Account 🔻 My Site My Links 🔻 🔞		
Shared Services Administration: SharedServices				
Home			Site Actions -	
	Shared Services Administration: SharedServices > Search Administr Edit Content Source	ration > Content sources > Edit Co	ntent Source	
Administration Search Administration	Use this page to edit a content source. * Indicates a required field			
	Name	Name: *		
Crawling	Type a name to describe this content source.	Local Office SharePoint Server s	ites	
 Content sources 				
 Crawl rules 	Content Source Details	Content Source Type:	SharePoint Sites	
Crawl log Default content access account	This shows the current status of the Content Source.	Current Number of Start Addresses: Current Status:	4 Idle	
File types		Current crawl began: Current crawl duration:	N/A N/A	
Reset all crawled content Crawler impact rules		Last crawl type: Last crawl began: Last crawl completed:	Full 11/24/2009 3:45 PM 11/24/2009 3:46 PM	
Proxy and timeouts		Errors after last crawl:	0	
Queries and Results		Last crawl duration:	00:01:01	
Authoritative pages		7 day average	205	
Federated Locations		Errors:	0	
 Metadata properties 		Incremental crawl duration: Full crawl duration:	N/A 0:1:1	
 Scopes 		20 day average		
 Server name 		Successes:	205	
mappings		Errors: Incremental crawl duration:	0 N/A	
 Search result removal 		Full crawl duration:	0:1:1	
Usage Reports				
Queries report	Start Addresses	Type start addresses below (one per lin	e): *	
Results report	Type the URLs from which the search system should start crawling.	http://sharepointsrv/ http://sharepointsrv:88/ http://sharepointsrv:90/ sps3://sharepointsrv:88/		
	Crawl Settings	Select crawling behavior for all start add	dresses in this content	
	Specify the behavior for crawling this type of content. Selecting to crawl everything under the hostname will also crawl all the SharePoint Sites in the server.	 Crawl everything under the hostnal address Crawl only the SharePoint Site of each 	me for each start ach start address	
	Crawl Schedules	Select the schedule that this should be	a part of:	
	Select the crawl schedules for this content source.	Full Crawl At 1:00 AM every Sat of every w Edit schedule Incremental Crawl At 2:00 AM every day, starting 2 Edit schedule	veek, starting 11/: 💙	
	Start Full Crawl Select "Start full crawl of this content source" and click "OK" to start a full crawl of this content source.	Start full crawl of this content source	e	
		OK	Cancel	

Configuring diagnostic logging

In Central Administration – Operations – Diagnostic Logging provide the following settings:

Home Operations	Application Management	Site Actions 🔻
	Central Administration > Operations > Diagnostic Logging Diagnostic Logging	
View All Site Content Central Administration • Operations • Application Management Shared Services Administration • SharedServices © Recycle Bin	Customer Experience Improvement Program The Customer Experience Improvement Program is designed to improve the quality, reliability, and performance of Microsoft Products and Technologies. With your permission, anonymous information about your server will be sent to Microsoft to help us improve SharePoint Products and Technologies. Error Reports Error reports are created when your system encounters hardware or software problems. Microsoft and its partners actively use these reports to improve the reliability of your software. Before enabling these, click here to review the privacy and server impact information.	Sign up for the Customer Experience Improvement Program Yes, I am willing to participate anonymously in the Customer Experience Improvement Program (Recommended). No, I don't wish to participate. Error reporting Collect error reports. Periodically download a file that can help identify system problems. Change this computer's error collection policy to silently send all reports. This changes the computer's error reporting behavior to automatically send reports to Microsoft without prompting users when they log on.
	Event Throttling Use these settings to control the severity of events captured in the Windows event log and the trace logs. As the severity decreases, the number of events logged will increase. You can change the settings for any single category, or for all categories. Updating all categories will lose the changes to individual categories.	Select a category All Least critical event to report to the event log Audit Failure Least critical event to report to the trace log Verbose
	Trace Log If you enabled tracing you may want the trace log to go to a certain location. Note: The location you specify must exist on all servers in the farm. Additionally, you may set the maximum number of log files to maintain, and how long to capture events to a single log file. Learn about using the trace log.	Path C:\Program Files\Common Files\Micros Example: C:\Program Files\Common Files\Microsoft Shared\Web Server Extensions\12\LOGS Number of log files 96 Number of minutes to use a log file 30
		OK Cancel

Configuring E-Mail Settings

Central Administration		
🔆 Central Adm	inistration	
Home Operations A	Application Management	
	Central Administration > Operations	
	Operations	
View All Site Content	This page contains links to pages that help you manage your server or server farm, such as changing the server farm topolog	y, specifying which services are
Central Administration		
Operations	Topology and Services	Global Configuration
Application	Servers in farm	Timer job status
Management	Services on server	Timer job definitions
Shared Services	Outgoing e-mail settings	Master site directory se
Administration	Incoming e-mail settings	Site directory links scan
 SharedServices 	Approve/reject distribution groups	Alternate access mappir
Denvela Din		Manage farm features
	Security Configuration	Quiesce farm
	Service accounts	Solution management
	Information Rights Management	
	Antivirus	Backup and Restore
	Blocked file types	Perform a backup
	Update farm administrator's group	Backup and restore hist
	Information management policy configuration	Restore from backup

Configuring Outgoing Email Settings

To configure outgoing email - follow these detailed MSDN instructions:

Configure outgoing e-mail https://technet.microsoft.com/en-us/library/cc262821(v=office.12).aspx



Configuring Incoming Email Settings

To configure incoming email – follow these detailed MSDN instructions: **Configure incoming e-mail** <u>https://technet.microsoft.com/en-us/library/cc262775(v=office.12).aspx</u>

Central Administration > Operations > Incoming E-Mail Settings Configure Incoming E-Mail Settings

Use this page to change the e-mail settings for this server. You can enable or disable incoming e-mail, specify e-mail options, and configure the Microsoft SharePoint Directory Management Web Service. Learn about enabling and configuring incoming e-mail.

	OK Cancel
Enable Incoming E-Mail If enabled, SharePoint sites can receive e-mail and store incoming messages in lists. Sites, lists, and groups will need to be configured individually with their own e-mail addresses. In automatic mode, all required settings are retrieved automatically. Advanced mode is necessary only if you are not using the SMTP service to receive incoming e-mail. When using advanced mode, you need to specify the e-mail drop folder.	Enable sites on this server to receive e-mail? • Yes ONo Settings mode: • Automatic Advanced
Directory Management Service The Microsoft SharePoint Directory Management Service connects SharePoint sites to your organization's user directory in order to provide enhanced e-mail features. This service provides support for the creation and management of e-mail distribution groups from SharePoint sites. This service also creates contacts in your organization's user directory allowing people to find e- mail enabled SharePoint lists in their address book. To use the Directory Management Service you need to provide the SharePoint Central Administration application pool account with write access to the container you specify in the Active Directory. Alternatively you can configure this server farm to use a remote SharePoint Directory Management Web Service.	Use the SharePoint Directory Management Service to create distribution groups and contacts? No Yes Use remote
Incoming E-Mail Server Display Address Specify the e-mail server address that will be displayed in Web pages when users create an incoming e-mail address for a site, list, or group. This setting is often used in conjunction with the Microsoft SharePoint Directory Management Web Service to provide a more friendly e-mail server address for users to type.	E-mail server display address: mylist @ For example, mylist@example.com
Safe E-Mail Servers Specify whether to restrict the set of e-mail servers that can route mail directly to this server farm. This setting can help ensure the authenticity of e-mail stored in SharePoint sites.	Accept mail from all e-mail servers Accept mail from these safe e-mail servers: